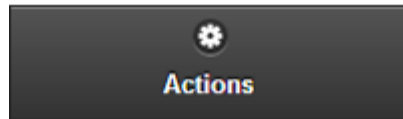


Group Actions

help.grandcare.com → help for professional care managers → group actions

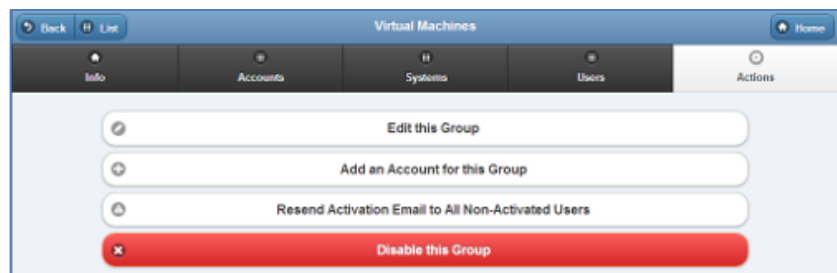


Overview

Click the "Actions" tab to access the operations for managing the Group.

Group Actions

- **Edit this Group** - Click the "Edit this Group" button to change the name or contact information for the Group.
The Distributor can't be edited. In order to change the Distributor, the Group must be "transferred" to a different Distributor.
- **Add an Account** - Click the "Add an Account for this Group" button to add a new Account to the Group. You will be prompted for the information necessary to create a new Account, and to add it to the Group.
You can transfer an Account to this Group from a different Group through "Manage Accounts" operations.
- **Resend Activation Email** - This operation will resend an activation email to all Users for the Group that have never logged in. You may add additional wording to the message if you want.
- **Disable this Group** - Groups can be disabled, rather than deleted, which means they can be re-activated in the future. To disable a Group, click the "Disable this Group" button. Only users with the role of Distributor Admin or above can disable Groups.



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